



MOJO

If there are any questions or comments about this material or the program, please contact Support@BpoMojo.com

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INTRODUCTION

BPO Mojo is an advanced computer program designed to make the submission of BPO orders easy for BPO agents. BPO Mojo uses Microsoft Excel, the power of VBA and property information from MLS websites to provide the user with blazing form fill speeds, accurate data entry and some serious intelligence. The program was inspired by real BPO agents that discovered that the existing automation for BPO agents was not as good as it could be.

BPO Mojo meets the requirements of online order forms with automated entry of data. This data is provided by MLS exports, user inputs & preferences and BPO Mojo's intelligent inputs.

After BPO Mojo has been setup and configured for the user, a standard and simplified process is performed that results in complete, fast and accurate BPO order submissions. The standard process is as follows.

1. User selects appropriate comps in MLS and uses our custom export configuration to make this data available to BPO Mojo.
2. In Internet Explorer, the user navigates to the appropriate website/online form for the order submission.
3. In BPO Mojo, the user selects the appropriate website/online form.
4. In BPO Mojo, the user clicks of the "Fill Form" button. The "Comp Selection & Lot Sizes" screen is displayed.
5. When the subject data is included within the MLS export, the user must select which property is the subject.
6. In BPO Mojo, the user enters lot sizes for each property and clicks on the "Continue" button. The "Subject & Additional Information" screen is displayed.
7. In BPO Mojo, the user enters any additional information required to complete the form and clicks on the "Continue" button.
8. In Internet Explorer, the online form is automatically filled. The user reviews the form and when satisfied, submits the form.



SYSTEM REQUIREMENTS

System Requirements

The minimum requirements to run BPO Mojo are as follows.

1. IBM PC compatible computer.
2. An active internet connection.
3. Microsoft Windows Operating Systems version XP or Vista.
4. Microsoft Internet Explorer version 6 or newer.
5. Microsoft Excel version 2000 or newer.
6. Microsoft Excel's "Analysis Toolpak" actively installed.
7. 50Mb hard disk space.
8. Enough RAM space to run the program effectively.

It is highly recommended to have high speed connection.



INSTALLATION

BPO Mojo comes as a self-extracting exe file (BpoMojoSetup.exe). Just double-click on the file to start the installation and follow the on screen prompts. Uninstalls are done in the typical manner of most Windows programs.

By installing BPO Mojo on your system, you are bound by the End User License Agreement (EULA).

The original installation is a seven (7) day free trial. To continue using this software after the trial period has expired, you must purchase a product key from BpoMojo.com.

When BPO Mojo is run the first time, the user must register their product (even if no purchase is made). After the user submits their registration information, a Request for Email Confirmation will be sent to the registered user. Please complete the registration process by following the link inside this email.



SETUP

There are a number of things that must be setup prior to using BPO Mojo. See the list below.

1. Microsoft Excel must have the 'Analysis ToolPak' actively installed.

- a. For Excel 2000/2003:
 - i. In the Tools menu, select Add-Ins...
 - ii. Enable the Analysis ToolPak by putting a check in its box.
 - iii. Click on the OK button.
- b. For Excel 2007:
 - i. Click on the Microsoft Office button (upper left corner),
 - ii. Click on the Excel Options button.
 - iii. Click on Add-Ins(on the left).
 - iv. At the bottom you should see Manage: Excel Add-Ins. Click on the Go button.
 - v. Enable the Analysis ToolPak by putting a check in its box.
 - vi. Click on the OK button.

2. Microsoft Excel must be allowed to run macros without interruption.

- a. For Excel 2000/2003:
 - i. In the Tools menu, select Macro then Security...
 - ii. On the Security Level tab click on the 'Low' selection. If you click on the 'Medium' selection, you will be prompted to allow the macros each time you open BPO Mojo.
 - iii. Click on the OK button.
- b. For Excel 2007:
 - i. Click on the Microsoft Office button(upper left corner),
 - ii. Click on the Excel Options button.
 - iii. Click on Trust Center(on the left).
 - iv. Click on the Trust Center Settings... button.
 - v. Click on Macro Settings(on the left).
 - vi. Select Enable all macros.
 - vii. Click on the OK button.

SETUP CONTINUES ON NEXT PAGE



SETUP CONTINUED

3. Your account on a MLS website will need to be setup with a BPO Mojo approved export configuration. If you work in Arizona and use Armls.flexmls.com, then you can be immediately supplied with this export configuration free of charge. Otherwise, your BPO Mojo approved export configuration can be generated for you free of charge. Please contact Support@BpoMojo.com for this.
4. User defaults will need to be entered in BPO Mojo. Many portions of each online form can be setup with default values that are initialized by the user. Each online form has a selected set of customizable defaults.
5. An MLS database is used to supply much of the information that BPO Mojo uses to complete orders. To ensure that MLS data is complete and formatted properly, it is important that only approved MLS databases and custom export configurations are used.

BPO Mojo is a "Time-Sensitive" program. This means the following things:

1. The initial version is a 7-day TRIAL version. After the required user registration, the initial version will be fully functional for seven (7) days. After the trial period ends, the product will become EXPIRED.
2. Purchased product keys, when entered and accepted, will add more days of full functionality. Only a valid product key can add more days of full functionality.

CAUTION: After the product has been submitted the first time, changing your system date will affect the number of remaining days of full functionality you have. Moving the system date back will invalidate your product key (aka license).



WEBSITES AND FORMS

BPO Mojo works with a variety of websites and online forms. New websites and online forms will be added regularly. All existing online form are changed, BPO Mojo will update as well to ensure that all available form selections will still work well. Please allow some time for updates to keep current with the online forms.

We currently support the following websites and forms:

First American Residential Value View

BPO3S

BPO3S3L

BPO3S3L_CW

TPS3S3L page 1 & 2

BPO1092C page 1 & 2

CFMCREO page 1 & 2

FNMABPOC page 1 & 2

LITTONBPO



PROGRAM SCREENS



From the **MAIN SCREEN**, the user can do the following things.

1. View the registration information or enter product key by clicking on the "Registration" button.
2. View or edit the options by clicking on the "Options" button.
3. View the product license information by clicking on the "About" button.
4. View or hide links to purchase more days (product keys) by clicking on the "Purchase More Days" button.
5. Select an available website by clicking on the "Available Websites" drop down control. The user must select one of these before selecting a form.
6. Select an available form by clicking on the "Available Forms" drop down control. After a form has been selected, the "EDIT DEFAULTS" and "FILL FORM" button will become available.
7. If the user clicks of the blue "EDIT DEFAULTS" button, the user will be prompted to setup default values for the selected form.
8. If the user clicks of the blue "FILL FORM" button, the user will be prompted by the "Subject Selection & Lot Sizes" screen.



MAIN SCREEN



From the **MAIN SCREEN**, the user can do the following things.

1. View the registration information or enter product key by clicking on the "Registration" button.
2. View or edit the options by clicking on the "Options" button.
3. View the product license information by clicking on the "About" button.
4. View or hide links to purchase more days (product keys) by clicking on the "Purchase More Days" button.
5. Select an available website by clicking on the "Available Websites" drop down control. The user must select one of these before selecting a form.
6. Select an available form by clicking on the "Available Forms" drop down control. After a form has been selected, the "EDIT DEFAULTS" and "FILL FORM" button will become available.
7. If the user clicks of the blue "EDIT DEFAULTS" button, the user will be prompted to setup default values for the selected form.
8. If the user clicks of the blue "FILL FORM" button, the user will be prompted by the "Subject Selection & Lot Sizes" screen.



PRODUCT REGISTRATION SCREEN

User Information

Thank you for using BPO Mojo. New users must register before they can use this software. After registration has been completed, this software will be fully functional until the TRIAL period expires or until a purchased product key expires. After you have filled in all these fields, click on the Submit button.

First Name: Area Code: Phone Number:

Last Name: How did you hear about us?

Email Address: User ID:

Confirm Email Address:

SUBMIT

All fields are required to be filled in.

Product Key

7 Days Until Expiration

Valid product keys allow you to extend the fully functional time period of this software. If you are interested in purchasing a product key, please visit BPO.Mojo.com. When you receive your new product key, you may enter it into the box below.

Current Product Key: New Product Key:

ENTER

From the **PRODUCT REGISTRATION SCREEN**, the user can do the following things.

1. Enter & submit your registration information. This is required the first time you run BPO Mojo.
2. View your registration information (anytime after registration submission).
3. View the number of days until product expiration.
4. Visit BPO Mojo's website by clicking its link.
5. View your current product key.
6. Enter new product keys by typing or pasting them into the 'New Product Key' textbox and clicking on the "ENTER" button.



OPTIONS SCREEN

From the **OPTIONS SCREEN**, the user can do the following things.

1. Path to MLS Exported Data - Enter or select the folder where MLS export files will be placed. Use the "BROWSE" button to select a folder.
2. View or edit the 'Average Values in Your Area'. These are used to calculate some of the relative values of all properties. These values can be cleared by clicking on the "CLEAR ALL VALUES" button. These values can be reverted back to their factory defaults by clicking on the "FACTORY DEFAULT VALUES" button.
3. View or edit the Equal Threshold \$. This value is used to determine when a comp is to be considered equal to the subject property.
4. View or edit the Fill Form Speed. You can select a speed by clicking one of the five (5) choices. **CAUTION:** Faster speeds can lead to unstable results and fields may not fill in correctly. Medium Fast is recommended, but some computers can support the Fast Speed.
5. View or edit the 'Automatic Comp Selection & Comp Comments'. When selected, this option chooses which comp is most comparable to the subject and enters comp comments automatically. When deselected, this option leaves comp selections blank and enters comp comments according to the users default values.
6. View or edit the 'Automatic IE Window Selection'. When selected, the proper Internet Explorer window is assumed to be open and will be used for the form filling. When deselected, the user may be prompted to select which of the active Internet Explorer windows to use for the form filling. (We recommend that this box ALWAYS stay checked)
7. Click on the **"SAVE AND EXIT"** button to save your options and exit this screen.



SUBJECT SELECTION AND LOT SIZES

BPO Mojo - Subject Selection & Lot Sizes - FARVV_BP03S3L_CW

PROPERTY ADDRESS	LOT SIZE IN ACRES
<input checked="" type="radio"/> 4854 W HAYWARD AVE	
<input type="radio"/> 4534 W BUTLER DR	
<input type="radio"/> 7542 N 48TH AVE	
<input type="radio"/> 7613 N 44TH DR	
<input type="radio"/> 3429 W BELMONT AVE	
<input type="radio"/> 4607 W BRYCE LN	
<input type="radio"/> 4144 W FRIER DR	

Please select the subject property.

CONTINUE

From the **SUBJECT SELECTION & LOT SIZES SCREEN**, the user can do the following things:

1. When the subject property has been included in the MLS export, the user must select which of the properties is the subject. (This is when you export 7 properties)
2. The user must enter the lot size for each property.
3. When all of the required information is entered, the user can continue to the next step by clicking on the blue **CONTINUE** button.



SUBJECT PROPERTY AND ADDITIONAL INFORMATION

Subject
Service Performance: Distance To Subject From Your Office(job): Subject Appears Vacant: Occupancy Status: If Vacant, Is Subject Secure:

MLS Number: MLS Status: APN: Lead Value: Assessed Value: Assessed Date: Property Tax:

Potential Rent Amount: Sq. Ft.: Year Built: Private Pool: Spa: Car Storage: Car Capacity: Bedrooms: Bathrooms:

Fireplace: Fence: Heating/Cooling: Energy Efficient Items:

Well/Septic: Patio Type: Sales Type:

In HOA: HOA Fees: HOA Paid: HOA Name: HOA Phone:

List Date: Current List Price: Listing Company: Broker Name: Listing Company Phone:

Neighborhood
Number of Listings in Direct Competition:
LOW Price:
MEDIAN Price:
HIGH Price:

Other
Number of Current Market Area Listings:
Current Price Range From: Current Price Range To:
Number Competing Active Listings:
Number of Competitive Listings:
Price Range From (OW): Price Range To (OG):
Number Competing Sales (Last 30 Days):
Repair Amount: Low Land Only: High Land Only:

To complete the form M, click on the Continue button.

CONTINUE

From the **SUBJECT PROPERTY & ADDITIONAL INFORMATION SCREEN**, the user can do the following things:

1. Enter various information about the subject. The only fields that are required will have a blue background.
2. When all of the required information is entered, the user can continue to the next step by clicking on the blue **CONTINUE** button.



USER DEFAULTS SCREEN

SUBJECT INFORMATION

Subject Information | Neighborhood Information | Competitive Listings | Closed Sale Comps | Probable Sales Price

Subject Vandalized: Conformity To Neighborhood: Subject Location:

Condo PUD: Subject Attached: Construction: Sub-Structure:

Upkeep Needs Paint: Upkeep If Needs Paint, Paint Frequently: Upkeep Damaged Siding: Upkeep Broken Windows: Upkeep Broken Steps: Upkeep Rotting Wood: Upkeep Wall Cracking: Upkeep Cracked Driveway:

Upkeep Cracked Sidewalk: Upkeep Missing / Damaged Shingles: Upkeep Chatter: Subject Damaged (fire, water, etc.):

Subject Condition Comments:

From the **USER DEFAULTS SCREEN**, the user can do the following things:

1. View default values by clicking the tab control at the top of the screen.
2. Edit default values by clicking the tab control at the top of the screen.
3. Save default values by clicking the **"SAVE AND EXIT"** button.
4. Clear all default values by clicking the **"CLEAR ALL"** button.
5. Restore the factory defaults by clicking the **"FACTORY SETTINGS"** button.



OPTIMIZING PERFORMANCE

PC Performance:

To get the best performance from BPO Mojo it is recommended that the user do the following things.

1. During the automated form filling, please do not interrupt this process by using your PC for other purposes.
2. Run only the minimal number of applications that are needed for your BPO work.
3. The faster the PC, the better performance you will have.
4. The faster the internet connection, the better performance you will have.

MLS Performance:

There are a few basic enhancements you can make to optimize your performance when pulling and saving your comps. Use the list below to help you start making changes that can speed up your overall BPO experience.

1. Use BPO Mojo Search when inputting your parameters for your comps. We have eliminated fields that were not necessary for pulling First American Residential Value View comps to make this process easier. See figure 1 below.
2. Use your tab key to navigate through your Quick Search.
3. Select your 6 comps, if your subject is in MLS copy the MLS number and paste it in the "MLS # Exclusively of" box (Figure 2) under the edit search tab towards the bottom of the search list. Now "Update Count", "View Results" & select your subject. If your subject is not in MLS sort your list in "Status Ascending Order" (Figure 3) and proceed to step 5.
4. You should have 7 selected now, 6 comps and your subject in the same list. Now sort the list in "Status Ascending Order" (if it's not already) and move the subject to the bottom of the list. (Figure 3)
5. Save your list and name it. This way you can return back to it in the future by going to the "search" tab in MLS to "Listing Cart".
6. Now you're ready to export from MLS to BPO Mojo. Click "Export", select "Export Selected Matches" (Figure 4), "Custom Text Export" (BPO Mojo), "Enter the verification Text" and click export, then click save, name it "customexport" and save it to your BPO Mojo folder in "C:/Bpo Mojo".
7. Click "Return to Search Results" in MLS. See figure 5 below.

Reference "Figures" on the next 2 pages



FIGURES

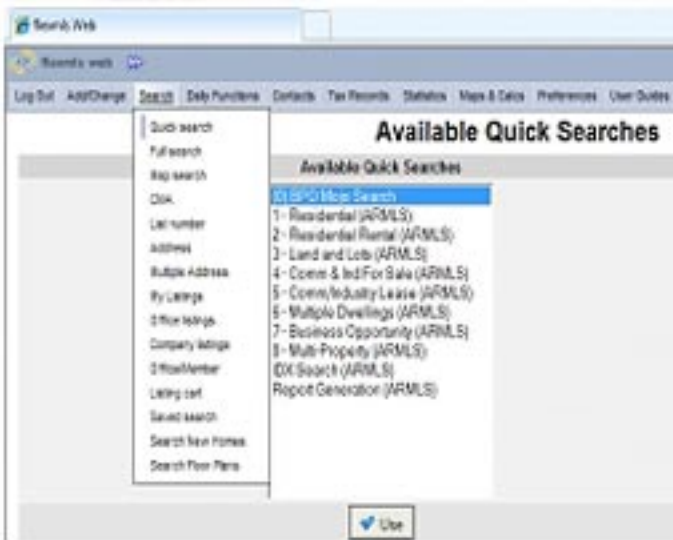


FIGURE 1

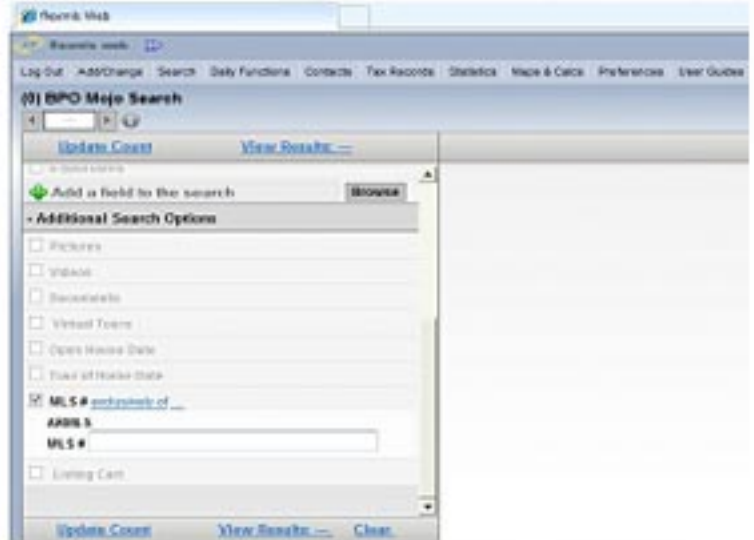


FIGURE 2

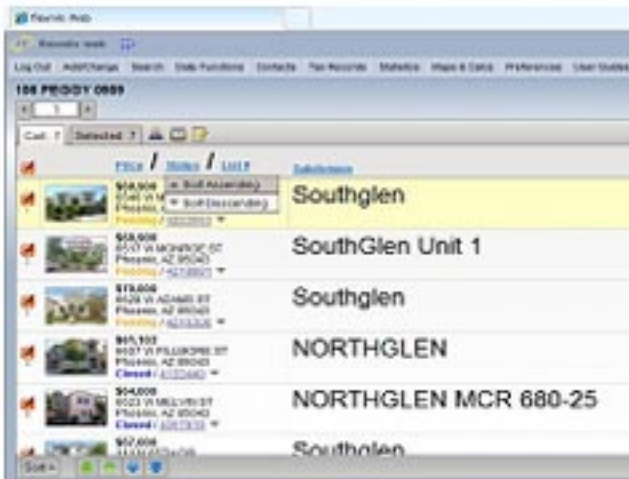


FIGURE 3

Export flexmls® Data to Other Software

- Select The Data To Be Exported
 - Export all matches (7 records)
 - Export selected matches (7 records)
- Select The Type of Export
 - Generic Text Export
 - The export format changed in January 2008 to use more accurate column headers. Check the box preceding the name of the column if the column in the old format. Please be aware, however, that the column headers may not accurately describe the contents of the data in the column.
 - Custom Text Export **BPO MOJO EXPORT**
 - E-Neighborhoods Export
 - Pocket Real Estate
 - Pocket Real Estate File v2.0
 - Include Extra MLS Contact Information
 - Toolkit CMA Export
- Please enter the verification text in the box below



FIGURE 4



FIGURES CONTINUED



FIGURE 5



FIGURE 6



FIGURE 7

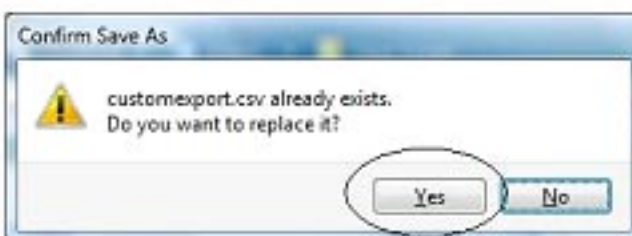


FIGURE 8

SUPPORT

The preferred method of support is by email at Support@BpoMojo.com.

Please include the following information when reporting problems with BPO Mojo:

1. Identify the version of BPO Mojo you are using. This is accessed from the main screen and the About button.
2. The description of the problem.
3. Which online form is/was involved (i.e. FARVV_BPO3S).
4. Which program screen is/was involved (i.e. Subject Property screen, Lot Size screen, etc.).
5. A soft copy of the customexport.csv file. (Please upload it with your trouble ticket e-mail).
6. If the subject property was included with the MLS export, please identify which of these properties is the subject.

THANK YOU FOR USING

